Getting Started

From the Partners in Giving website:

Click the Give By Credit Card button

- If you are a State employee click on the first link.
- If you are a University or Hospital employee Click on the second link.
- After you click on the link you will be taken to the electronic pledging website.





Registration

You must register first to pledge online

- Fill in the personal information on the form
- Choose your Department name from the drop down box
- Enter the verification code
- Click on Submit My Registration at the bottom of the page



User Registration

*Name:	Prefix: *First: Middle: *Last: Suffix:
Home Address	Address Line 1:
	Address Line 2:
	Address Line 2:
	City: State: ZIP/Postal Code: Wiscons V
Work Phone Number	Area: Number: Ext.:
*Work eMail:	
*Department Name:	•
	with an asterisk (*) are required



Note: Partners in Giving does not release any of your information to other non-profit organization (s). Even the organization(s) you designate will not know your name unless you specifically authorize the release of your name.

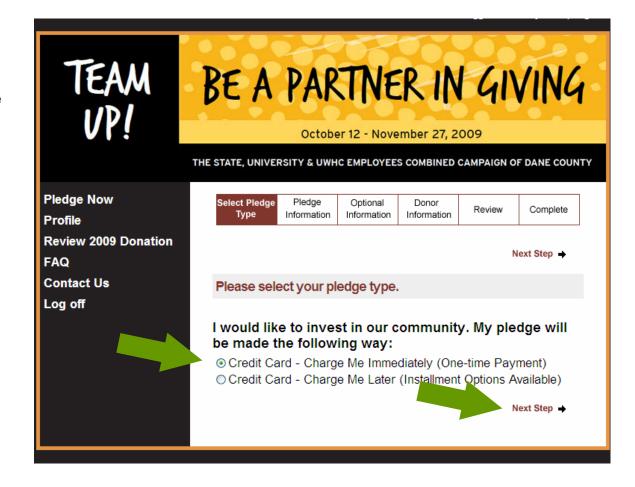
If you do not receive an "Online Registration" email after registering within 24 hours, please check your personal spam folder for the email. You can also email Cindy Smith, cindys@uwdc.org to receive another copy. Thank you for your support.

Submit My Registration

Cancel Registration

Pledge Type

- Select your preferred pledge type
- Click on Next Step to continue



Page 3

Payment

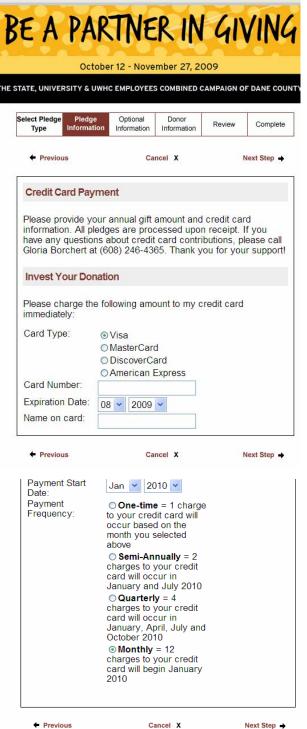
- Select a credit card type
- Enter your credit card number
- Enter the expiration date
- Enter your name as it appears on your credit card
- If you have selected Credit Card Charge Me Immediately Click on Next Step to continue

OR

If you have selected Credit Card- Charge Me Later next you will select a payment frequency

Note: If you select the **One-time** option, please indicate the Month/Year that you would like to be billed from the **Billing** Start Month/Year drop-down box.

Click on Next Step to continue



← Previous

Next Step →

Designating Your Gift

- Enter your pledge amount in the box next to the Umbrella Group or Charities of your choice.
- The total pledge amount you designate will show at the top of the page.
- To contribute to the overall campaign enter your pledge amount in the General Contribution box.

Specific Contributions

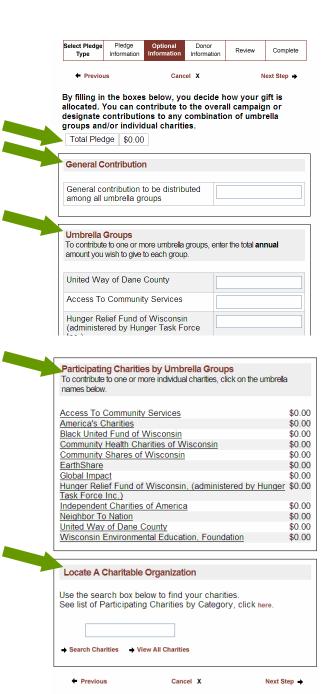
 You can designate your gift to one or more of the Umbrella Groups

OR

 You can search and designate your gift to one or more Charities within an umbrella group. Click on the Umbrella Group.

OR

- If you would like to designate your gift to a specific Charity, simply enter a keyword, for example, "education" in the textbox in the Locate A Charitable Organization section and click Search Charities
- To see a list of participating Charities by Category, click on the word here
- To view all of the participating Charities, click on View All Charities



Page 5 Designations (continued)

- Click on View Next Set if you want to view additional Charities.
- Click on **Submit Designations** to add your designation choices to your pledge

BE A PARTNER IN GIVING

Select Pledge Type	Pledge Information	Optional Information	Donor Information	Review	Complete
Total Pled	ge \$0.00				
Please ente	er the amo	unts for the	designatio	ns of your	choice.
Charity(ie:	s) 1 - 50 of	f 490			
Charities Nar	nes		D	esignation A	mount
000 Frien	ds of Wisc	consin			
A Childs H	ope Fund				
Abandone	d Children	's Fund			
ABC for H	ealth				
ABCD Inc.					
Access Community Health Centers					
Access To Community Services					
American Farmland Trust					
American Forest Foundation					
American Forests					
American Foundation for the Blind					
American Foundation for Children with AIDS			ren		
American Heart Association, Inc.			c. [
American Humane Association					
American Indian College Fund					
American Jewish World Service			е		
American Liver Foundation Wisconsin Chap			consin		
American Lung Association of the Upper Midwest			the		
American I	Red Cross	Badger Cl	napter		
American Rivers			Г		

View Next Set → Submit Designations +

Page 6

Designations (continued)

- Once you have submitted your Specific Charity designations they will show at the bottom of this screen under the Locate A Charitable Organization section
- Your total pledge amount will show at the top of the page
- When you have completed your designations, click on Next Step to leave the designation area and continue with your pledge

BE A PARTNER IN GIVING

October 12 - November 27, 2009

THE STATE, UNIVERSITY & UWHC EMPLOYEES COMBINED CAMPAIGN OF DANE COUNT

	Select Pledge Type	Pledge Information	Optional Information	Donor Information	Review	Complete
--	-----------------------	-----------------------	-------------------------	----------------------	--------	----------

← Previous

Cancel X

Next Step -

By filling in the boxes below, you decide how your gift is allocated. You can contribute to the overall campaign or designate contributions to any combination of umbrella groups and/or individual charities.

Total Pledge \$300.00



Umbrella Groups To contribute to one or more umbrella groamount you wish to give to each group.	oups, enter the total annual
United Way of Dane County	\$100.00
Access To Community Services	

Participating Charities by Umbrella Groups To contribute to one or more individual charities, click on the umbrella names below. Access To Community Services America's Charities So.00 Black United Fund of Wisconsin

	Black United Fund of Wisconsin	\$0.00
	Community Health Charities of Wisconsin	\$0.00
	Community Shares of Wisconsin	\$0.00
	EarthShare	\$0.00
	Global Impact	\$0.00
	Hunger Relief Fund of Wisconsin, (administered by Hunger	\$0.00
	Task Force Inc.)	
	Independent Charities of America	\$0.00
	Neighbor To Nation	\$0.00
	United Way of Dane County	\$0.00
	Wisconsin Environmental Education, Foundation	\$0.00
- 1		



← Previous

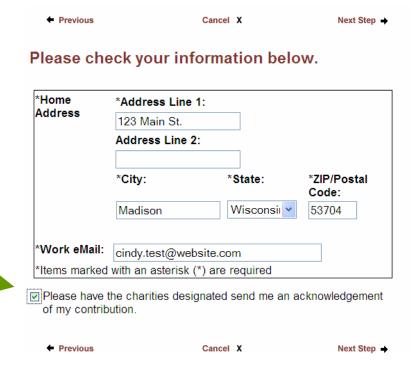
Cancel X

Next Step →



Acknowledgement

- If you would like your designated charities to send you an acknowledgement of your contribution, select the checkbox at the bottom of your screen
- Click on Next Step to continue



Page 8

Review

- Review your pledge summary
- To change any information, click on Previous
- If your pledge summary is correct click on Submit to record your pledge



✓ Submit Please click the Submit button to complete your

◆ Previous pledge!
Go back and change pledge information

Cancel X No pledge will be recorded!

Please review your entire contribution below, using the "Previous" buttons to make any changes. If you are satisfied, please click "Submit" to complete this process. You will then have the opportunity to print your receipt.

Pledge Type:	Credit Card - Charge Me Later (Installment Options Available)
Credit Card Type:	Visa
Credit Card Number:	********4574
Exp Date:	11/09
Name on Credit Card:	Mary Test
Payment Frequency:	One-time = 1 charge to your credit card will occur based on the month you selected above
Payment Start Date:	Jan 01, 2010
Total Current Pledge:	\$300.00

Designated to	Amount
General contribution to be distributed among all umbrella groups	\$100.00
United Way of Dane County	\$100.00
1000 Friends of Wisconsin	\$100.00
Total Designated	\$300.00
Total Undesignated	\$0.00

Confirmation page may take a few moments to display. Please click on the **Submit** button below. Thank you!

Print

- Click on Print Pledge Summary to print a copy for your records
- Thank you for giving!



Reference Number:	48426-724089
Pledge Type:	Credit Card - Charge Me Later (Installment Options Available)
Credit Card Type:	Visa
Credit Card Number:	*******4574
Exp Date:	11/09
Name on Credit Card:	Mary Test
Payment Frequency:	One-time = 1 charge to your credit card will occur based on the month you selected above
Payment Start Date:	Jan 01, 2010
Total Current Pledge:	\$300.00

Designated to	Amount
General contribution to be distributed among all umbrella groups	\$100.00
United Way of Dane County	\$100.00
1000 Friends of Wisconsin	\$100.00
Total Designated	\$300.00
Total Undesignated	\$0.00

Be sure to print a copy of the confirmation receipt for your record.

If you do not receive a "Thank You for Your Gift" email after submitting your pledge within 24 hours, please check your personal spam folder for the email. You can also email Cindy Smith, cindys@uwdc.org to receive another copy. Thank you for your support.



↑ Print Pledge Summary